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Office Memorandum • UNITED STATES GOVERNMENT

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TO :

DATE: 29 November 1951

FROM :

SUBJECT: Report for Week 23-29 November 1951

1. Indoctrination Course for new employees, in keeping with changed regulation, was inaugurated on Monday, 26 November 1951. The Course was repeated on Tuesday. On each of the days, approximately sixty people were in attendance. Again, it is noteworthy that the new employees of all grades, displayed marked attention and asked some very fundamental and searching questions. This indicates that our Personnel Office is really performing a very splendid task of recruitment even in the face of all problems.

The physical alterations in the room stood up very well and added much to the success of the meetings.

2. Dr. John Tietjen, Agency Medical Officer, asked if I would give his group a special orientation because many of the nurses and medical aides are constantly on the go out of their offices, to the extent that they have missed our programs in the past and will probably miss those in the future. I told him that we would be glad to cooperate in this regard. For the record, he indicated that he would prefer to put the request in writing. Even though I told him that this was not necessary, he still felt that it would be the proper way to make it official.

3. The CIA Library has assigned a man [REDACTED] to work with us on developing a bibliography for the Orientations Course to be given in January. After a preliminary discussion, [REDACTED] worked for several days on developing a draft bibliography. The draft he has submitted will need considerable change.

4. Colonel Baird requested a report on the entire Bogue episode regarding briefing of outgoing attaches. This will be done as soon as I hear from [REDACTED] who is scheduled to have another meeting with Colonel Bogue.

5. Besides some of the commendations which were received from members of the audience on each of the Indoctrination Courses, [REDACTED] received a call from [REDACTED] of OPC who is apparently in charge of secretarial training, expressing an interest in our subject "Language of Intelligence." We gave [REDACTED] a list of the items used in the presentation.

6. Have kept in close touch with the secretarial and clerical training function of [REDACTED] attended the Indoctrination Course on Tuesday and expressed satisfaction at what the people got, which will give her a basis from which to develop the kind of additional detailed indoctrination which clerical, stenographic and secretarial personnel should receive under her jurisdiction.

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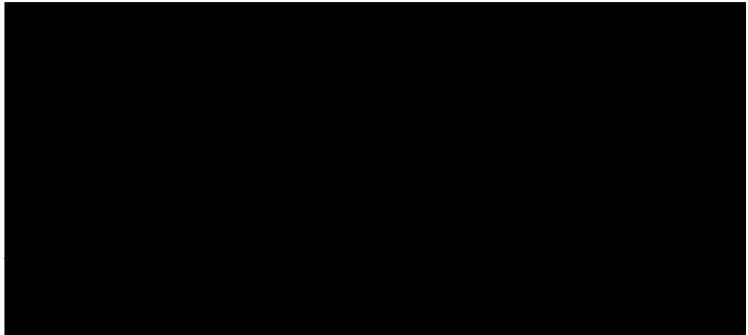
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7. [REDACTED] of the Office of National Estimates has given me a short draft of what might be the basis for an orientations pamphlet on "Policy and Intelligence." He is apparently very interested in the work and is willing to apply himself on the slightest invitation.

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8. Talked to [REDACTED] of Security about identifying the Orientations Room with a sign over the door. The existence of such a sign would facilitate people coming to all types of meetings that may be scheduled for the room. Mr. [REDACTED] gave his approval.

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